



RICHARD J. CODEY
Acting Governor

New Jersey Office of the Attorney General

Division of Consumer Affairs
State Board of Professional Engineers and Land Surveyors
Home Inspection Advisory Committee
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Directions to Apply for Consideration as a Home Inspector if already licensed as an Associate Home Inspector

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Failure to follow the following directions will result in the delay of your application. All inspections must have been performed prior to December 30, 2005, however, the time-line to submit your application is from October 27, 2005 thru April 26, 2006.

INSTRUCTIONS TO APPLICANTS

This application is **ONLY** for individuals who hold or have ever held a license as an Associate Home Inspector. If you are not licensed as an associate home inspector, **DO NOT COMPLETE THIS APPLICATION**.

The Committee has the responsibility to obtain the record addresses for your home, business and mailing. Although you must provide all three, you have the option of designating which you would like to be your "address of record", which is subject to public information. If no designation is made, your mailing address will be used as your "address of record". Be advised, a post office box may be used as your address of record **ONLY** in the event that you provide another address which includes a street, city, state and ZIP code.

PERSONAL INFORMATION

This section obtains personal information from the applicant such as addresses, social security numbers, citizenship status, student loan, child support, medical history, criminal infractions, and additional licensing/certification information. Please complete all of these areas.

Additional licenses include, but are not limited to associate home inspection licensure, radon measurement technician/specialist, radon mitigation technician/specialist, etc. If you hold any of these licenses/certifications or any other, please denote this on your application.

SOCIAL SECURITY INFORMATION

It is voluntary for an applicant to provide a social security number, however, it is the Division of Consumer Affairs duty to obtain this information from any applicant. If you choose not to provide a S.S.N., the Committee cannot accept your application for licensure.

PROOF OF INSURANCE

It is required from any individual who seeks licensure as a home inspector to provide proof, as per N.J.S.A. 45:8-76, that they hold a current Certificate of Insurance stating that they are covered by an Errors & Omissions policy in the minimum amount of \$500,000 per occurrence. Please ensure that this certificate names you as a person covered under the policy, not just the company in which you are affiliated with and that it is a true and original certificate issued by the issuing insurance carrier.

EDUCATION

This area concentrates on the education of the applicant. Even though you may have completed this section as part of your associate home inspection application, please complete it once again. (NOTE: Do not submit proof of passing the National Home Inspection Examination as it is contained in your associate application file)

HOME INSPECTION EXPERIENCE

As per N.J.S.A. 45:8-72.1(a), any individual who holds or has ever held an associate home inspector license during or prior to 180 days from October 26, 2005 must provide proof that they have either 1) completed 300 home inspections for compensation during a three year period prior to December 30, 2005 OR 2) has performed 400 home inspections for compensation prior to December 30, 2005. Please be advised, if you are applying under (1) above, you must provide income tax records showing proof that you have been in the business of home inspections for a three year period prior to December 30, 2005. If applying under (2) above, this is submittal is not required. List the inspections in the table provided and provide the date of the inspection, the name of the client and the address of the inspection. ***NOTE: Any inspection performed after December 30, 2005 will not be credited.***

MISCELLANEOUS INFORMATION

FEES

There is NO application fee associated with this filing. There will be a licensure fee upon the approval of the Committee. You will be notified of the fee when you have been approved.

NOTARIZED APPLICATION

This application must be signed before a notary or an attorney. An application which is not signed by both parties will not be accepted.

PHOTOGRAPHS

Applicants are required to attach two photographs two inches by two inches with the face not less than three-quarters of an inch wide. The photograph should have been taken within six months of filing this application. A digital image is acceptable if it meets the above criteria and if it is a clear image.